



JOB DESCRIPTION

Title: **HUMAN RESOURCE ANALYST I**
Department: Human Resources
Class Code: 5450
FLSA Status: Non-Exempt
Effective Date: July 1, 1990 (Rev. 05/02)
Grade Number: 15

GENERAL PURPOSE

Under general supervision of the Director of Human Resources performs a wide variety of professional human resource services which may include recruitment/selection, classification/compensation plans, performance reviews, and employee relations.

EXAMPLE OF DUTIES

- *-- Conducts and coordinates the recruitment/selection process including advertising position openings, screening applications, assist departments with scheduling testing, assessments, interviews. Notifies applicants of selection outcome, conducts employment reference checks and addresses concerns they may have about the selection process.
- *-- Responsible for developing and maintaining job registers by working with Department/Division heads.
- *-- Maintains a comprehensive employee personnel records system for all employees, regardless of category of employment, to include personnel action forms, pay history, performance evaluations, promotions, market adjustments, merit increases, bonuses, and COLA's; provides other monthly status reports and administrative functions related to the Personnel Advisory Board and Disability Resource Advisory Board.
- *-- Advises employees and distributes information regarding compensation, policies and procedures; provides assistance and staff support to departments/divisions as requested; answers public inquiries concerning job openings, employment verifications and general information.
- *-- Maintain employee medical files, coordinate employee physicals and drug tests.
- *-- Assists in the implementation and application of new and existing personnel policy.

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- *-- Assists in conducting human resource policy and program research and development projects, including developing research format, collecting data, formulating results, and composing and typing various research reports.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

- Graduation from an accredited college or university with a bachelor's degree in human resources, psychology, business administration or related field, plus one (1) year human resource related experience or equivalent combination of education and/or experience.
- Preference given to those with experience in the use of word processing, spreadsheets and a typing speed of 50 net words per minute or better.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of regulatory and professional guidelines; understands and is able to apply professional guidance and regulations (federal, state, local) to problems of selection system development and implementation.
- Knowledge of research methods and policy formulation; knowledge of public pay administration, position classification, and salary surveying; knowledge of personnel selection, validation, performance appraisal, and affirmative action; knowledge of merit principles and systems.
- Ability to appropriately plan and organize; administer and prioritize; monitor and evaluate the work flow of projects and activities.
- Ability to communicate effectively verbally and in writing; establish and maintain effective working relationships with employees and the public; apply general principles effectively to specific conditions.
- Resistance to stress. Ability to maintain composure and communicate effectively under stress; ability to perform effectively under competing and/or conflicting demands on time and self; skill and tact in dealing with others.
- Ability to work with minimal supervision and take initiative in pursuing departmental responsibilities. Ability to perform moderately complex research work. Ability to formulate and write personnel policy.

TOOLS & EQUIPMENT USED

- Personal computer, including word processing, database and spreadsheet software; typewriter, calculator; phone; copy machine; fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit, walk and talk or hear. use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office setting. The noise level in the work environment is usually moderately quiet.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____

*Essential functions of the job.